

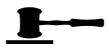


## **U.S. Bankruptcy Court Western District of Oklahoma**

### **ECFiler Update**

**June 2010**

**Missing Documents Event; Chapter 11 Events; Redaction of Personally Identifiable Information; Death of Debtor Event; CM/ECF Toolbar Help; Reaffirmation Agreement Help Package; Technology Tips; Corrective Entry Reminders**



#### **Missing Documents Event**

Effective June 28, the Court began to utilize a new event in CM/ECF. The event will be used when verifying case initiating documents. The new event will cause an entry to appear on the docket that will read:

##### **Case Verified. Missing Documents Due:**

Documents that were not filed when the case was opened will be listed. The event will also include the dates on which documents should be filed. The event is a public event. Missing document information is viewable by anyone reviewing the docket.

If all initiating documents are filed, the docket will reflect that the filing was complete. The entry will state **Case Verified**.

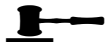


#### **Chapter 11 Events**

Due to the increase in Chapter 11 filings and due to the complexity of those filings, the Clerk's Office has added a new category of CM/ECF events to the Bankruptcy menu. Chapter 11 events will include most of the events necessary to file and complete a Chapter 11 proceeding.

Because events are "under construction," events will be added as they are tested and completed. If you would like to suggest an event for Chapter 11 filings, please email the Trainers at [trainers@okwb.uscourts.gov](mailto:trainers@okwb.uscourts.gov). We appreciate your suggestions.

The Chapter 11 events are “smart events.” A filer cannot proceed with these events unless they are filing in a Chapter 11 case.



### **Redaction of Personally Identifiable Information**

The Clerk’s Office continues to receive calls from attorneys who have filed documents with personally identifiable information—such as the debtor’s Social Security Number. To rectify the accidental filing of personally identifiable information, please review the November 2009 edition of the ECFiler, which included the following steps:

1. Prepare an Application to Restrict Personally Identifiable Information.
2. Prepare a redacted version of the ENTIRE document that contained the personally identifiable information. A redacted version that includes only the page with the redacted information WILL NOT be accepted.
3. File the Application and Attachment using the CM/ECF event, Bankruptcy > Motions/Applications > Restrict Personal Information.
4. Prepare and upload an Order Restricting Personally Identifiable Information.

After the order is signed, the Court will restrict public access to the original document and will replace it with the redacted attachment.

Please remember: When you logon to CM/ECF you must certify that you have redacted personally identifiable information.



### **Notice of Death of Debtor**

A new CM/ECF event is available under Bankruptcy/Adversary > Notice > Notice of Death or Bankruptcy/Adversary > Other > Notice of Death that allows an attorney to notify the Court that a debtor or party has died. A death certificate or other documentation of death must be attached to the filing as a PDF. Other documentation might include an affidavit, obituary, or funeral notice.



### **CM/ECF Down Times**

CM/ECF will be unavailable due to upgrades on Tuesday, July 6 from 5:30 AM until 7:00 AM, Friday, July 16 after 5:00 PM and all day on Saturday, July 17.



## CM/ECF Toolbar Help

If uncertain about which event to use when filing in CM/ECF, use the Search Feature. Search is available on the CM/ECF toolbar in blue at the top of the screen. To search for an event, click Search and then type part of the name in the Search Menus and Events pop up box. Then hit enter.

A search will be returned with links to possible search matches. Click the link to go to the suggested event.

Also, if you need help, please use the ECF Attorney Manual that is available on the Court's website at <http://www.okwb.uscourts.gov/attymanual/>.



## Reaffirmation Agreement Help Package

To assist with the completion of reaffirmation agreements, a new tool has been added to the Court's website. The reaffirmation package instructions may be accessed at Court > Resources > Reaff Agreement, or at <http://www.okwb.uscourts.gov/Reaff.asp>.

A fillable Reaffirmation Agreement form may be found at <http://www.okwb.uscourts.gov/Reaff/CompleteReaffirmationWButton.pdf>.



## Technology Tips

An order in an adversary proceeding cannot be uploaded from Bankruptcy > E-Orders > Order Upload menu. To upload an order in an adversary proceeding, please begin from the Adversary tool bar.

Remember to share the ECFiler with your staff members who use CM/ECF! Previous issues of the ECFiler are available on the Court's website at <http://www.okwb.uscourts.gov/newsletter.asp>.



## Corrective Entry Reminders

To AVOID having corrective entries docketed in your cases, read and observe the following suggestions:

1. Ensure that your **Certificate of Service** is correct by reviewing the Court's template located at [www.okwb.uscourts.gov](http://www.okwb.uscourts.gov), Court > Resources > Forms and reviewing Local Forms, 2, Certificate of Service.
2. Pursuant to Rule 11 of the FRCP **every document must be signed** by the filing attorney. This includes monthly operating reports.

3. Pursuant to Local Court Rule 1009, **amendments** to documents must be “verified or contain an unsworn declaration to the same extent as required in the original document.” Signatures may be personal or electronic.
4. If a document is filed requiring the payment of a **filing fee** but the wrong event is used to file the document, no filing fee is assessed. When the Clerk’s Office discovers this error, a Case Administrator docket the event, **Filing Fee Due**. To pay the filing fee, an attorney must file the event, Bankruptcy > Other > **Filing Fee Paid**. After the event Filing Fee Due is filed, the filing fee may be paid using Pay.gov. If the filing fee is not paid, the CM/ECF login of the attorney will be suspended until the filing fee is paid.